



Resumes will be accepted until
position is filled.

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JOB/POSITION TITLE: Director of Community Relations

Date: March 25, 2022
Reports To: Executive Director
Manages: Outreach & Volunteer Coordinator and Bells of Faith
Status: Full time position. Must be available some evenings and weekends.

SUMMARY:

The Director of Community Relations is responsible for nurturing and developing supporter relationships, raising awareness of The Mustard Seed through community and networking events.

JOB RESPONSIBILITIES:

- Lead for special projects, fundraisers, events, marketing campaigns, and more
- Serve as liaison to organizations who select The Mustard Seed as the beneficiary of their event.
- Media relationships. Coordinate with any media to promote The Mustard Seed
- Lead social media but specifically manage Facebook.
- Donor recruitment, management and retention.
- Attend promotional events representing The Mustard Seed
- Help with volunteers when the Outreach and Volunteer Coordinator is unavailable or needs assistance.
- Give tours to prospective donors and other groups
- Creates and executes events to showcase the ministry of The Mustard Seed
- Writes grants and press releases
- Speaking to groups of 4 to groups of 400 about the ministry of The Mustard Seed

POSITION QUALIFICATIONS:

- Minimum education: Bachelors degree
- Excellent communication skills are absolutely necessary
- Strong project management and time management skills.
- Ability to drive a 15-passenger van
- Enthusiasm for the mission of the Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization.
- Excellent computer skills with CANVA or Photoshop, Microsoft Word, Microsoft Excel, social media. Must have a desire to maintain a knowledge of everchanging technology.
- Energetic and creative attitude with strong customer-service orientation.

The Mustard Seed is a Christian community for adults with developmental disabilities. *Founded in 1981 to meet the spiritual, physical, emotional, and intellectual needs of adults with special needs, The Mustard Seed provides a loving and protected environment with meaningful activities which allow the "Seedsters" to fulfill the potential God has created within them.*